Radiology Meeting – 6/25/2025 Time: 1:30p Location: A-125

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| Meeting called by | Rendy Petrin, Program Director |
| Type of meeting | Radiology Team Meeting |
| Facilitator | Rendy Petrin, Program Director |
| Note taker | Rendy Petrin, Program Director |
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Attendees: Rendy Petrin Program Director, Coleen Kubetschek Clinical Coordinator, Michael McNiskin Program Coordinator

Please read: Agenda

Agenda Items

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|  | Presenter | Time allotted |
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1. Class of 2025 Program Evaluation Rendy 5 min
2. Semester Outcomes All 10 min
3. Syllabi Approval deadlines All 5 min
4. Career Day at Phys Reg Rendy/Coleen 5 min
5. Quarterly Feedback & Check In Rendy 5 min
6. New policies Rendy 10 min
7. New practicum Evaluation Process Rendy/Coleen 5 min
8. Lab and equipment All 5 min
9. New Lab ribbon cutting Rendy 5 min
10. Old Equipment All 5 min
11. Dosimeters for new labs All 10 min

Discussion

1. Program evaluations were given to the graduating students and returned to the program director for tabulation. Will share results once available
2. Semester outcomes: 22 students will be graduating this semester out of 30 original students which is a 73% graduation rate for the class of 2025. Class of 2026 currently has 24 students and they are all doing very well
3. Reminder that all syllabi must be reviewed and published 45 days prior to the start of each semester
4. Rendy and Coleen will attend career fair at Physicians Regional on July 23rd. They have fliers and other items to hand out. This was a request of Physicians Regional to have us attend and provide information to their employees interested in the program
5. Program director will be having quarterly feedback sessions with each staff member and each staff member should also schedule 2 “check-in” session annually.
6. Dean is working on various policies for the SAH and those will be shared once finalized. Policies cover items such as evaluations, emergency procedures, workload, etc.
7. Coleen and Rendy reviewed the weekly student clinical evaluation process and the mid-term and final PDA assessment process. The following was determined to be implemented for the fall semester:
	1. Weekly evaluations will change to bi-weekly evaluations (once every two weeks)
	2. The mid-term PDA form will be changed to be identical to the final PDA form
	3. The PDA forms were changed in Trajecsys so that if any choice other than “meets” is checked, the form will require a comment to be entered as to why the student did not meet
		1. If the evaluator checks “meets” for all categories, then a final comment will be required for the form to be submitted
8. The new energized lab is coming along with one room completed and one almost done. The conference table and chairs are in place.
	1. Manikins have been ordered
9. Planning for the new lab ribbon cutting ceremony is tentatively scheduled for the end of August
10. The old x-ray equipment, if not utilized at the Charlotte campus, will be placed in the back on the radiology classroom once that classroom is permanently assigned to radiology
11. Mike is ordering a second set of dosimeters for the in-coming students for the campus lab
12. Course syllabi need the following items updated/corrected:
	1. Course description
	2. Topic outline
	3. Course assessment

Program director will review process to have the curriculum committee review and approve these changes

Meeting adjourned at 2:45pm